



STATE OF MICHIGAN
**Family
Independence
Agency**

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To: **Gerald Hall, Director
Oakland County FIA**

Date: **May 23, 2002**

From: **Rita Barker, Director
Office of Internal Audit**

Subject: **Audit of Juvenile Justice Casefiles
October 1, 2001 through February 28, 2002
Audit # 2002-028**

The Office of Internal Audit performed an audit of Oakland County FIA Juvenile Justice casefiles for youth in community based placements in Oakland County as of February 28, 2002. We selected a sample of 18 active cases, and reviewed the casefiles to determine if they contained the required documentation and information.

For cases that were adjudicated in Michigan, we tested to determine if the file contained a court order that directed or allowed FIA to place the youth in a community based program, and that the file contained an initial service plan that was completed within 30 days of the date Oakland County FIA accepted the youth for placement, and quarterly updated service plans.

For youth that were adjudicated in other states and subsequently placed with relatives in Michigan under the supervision of Oakland County FIA, we tested to determine if Oakland County FIA staff inspected the home where the youth was placed and made follow-up contact with the youth and/or the family at least quarterly, and documented the contacts in the casefile.

Based on our audit, we concluded that 4 of the cases had Updated Service Plans that were not completed timely, and 3 cases had Updated Service Plans that were not signed by the case manager or supervisor. The other 11 cases contained all of the required documentation and information, and all initial and updated service plans were completed on a timely basis.

We thank your staff for their cooperation during our audit.